

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 84-103**

**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**31 MARCH 2005**

***History***

**U.S. AIR FORCE HERITAGE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 22  
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**AFI 84-103, 27 October 2004, is supplemented as follows:**

This supplement provides guidance and procedures specific to AFMC organizations. Center and Wing supplements are not encouraged. If developed, the supplements must be coordinated with HQ AFMC/HO prior to publication. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

1.1.3. Air Force Materiel Command field museums will collect, display and interpret historical artifacts related to the aviation and related mission history of the host base and surrounding local community, congruent to mission and collection plans.

1.1.4. Air Force Materiel Command heritage centers will collect, display and interpret historical artifacts related to the Air Force aviation mission history of the host base and surrounding local community, congruent to mission and collection plans.

1.1.5. Air Force Materiel Command historical holdings will collect, display and interpret historical artifacts related to the Air Force aviation mission history of the host base and surrounding local community, congruent to mission and collection plans.

1.5.10.6. Commanders will ensure private organizations follow the guidance outlined in AFI 84-103, and the memorandum of understanding between the private organization and the commander, and the private organization and the museum/heritage center director. Failure to follow guidance will result in a review/determination of the private organization's continuing charter to operate on base.

1.5.10.7. Installation, organizational and/or unit commanders will meet at least quarterly with museum and supporting foundation representatives.

1.5.10.8. HQ AFMC/HO may be consulted in the selection of AFFM directors and/or curators.

1.5.10.9. Report all historically significant items in their command for possible accessioning into the Air Force Museum Artifact Tracking System (AFMATS), including those items identified during wartime

contingencies. Send letter through HQ AFMC/HO to the USAFHP Director listing the nomenclature and serial number, justification for acquiring it, and a digital or print image.

1.5.10.12. (Added) Commanders will sign requests for new static display aerospace vehicles or historical property that will require perpetual expenditure of resources for display preparation and maintenance.

1.5.11.8. Field museum directors will create and review annually a strategic plan IAW AFI 84-103, Atch 2. Send an electronic copy to HQ AFMC/HO by 31 Jan of each year. (See **Attachment 1** for format.)

1.5.11.8.1. The strategic plan will also include Education Outreach Plans, as well as limiting factors for each section of the plan.

1.5.11.15. (Added) Field Museum Directors will submit a report of activities for each six-month calendar period (January-June, July-December). This report will include but is not limited to the number of visitors, number of tours conducted, number of volunteer hours completed, number of hits on a museum website, staff changes, and significant events including educational and outreach programs, exhibit changes and restoration projects.

4.2.7. Commanders will insure that field museum facilities and their contents are covered under the local base Installation Security Resource Protection Plan.

4.2.19. (Added) Commanders will fund maintenance of static aerospace vehicles.

4.3.7. Commanders will insure that field heritage center facilities and their contents are covered under the local base Installation Security Plan.

4.4.3. Commanders will insure that field historical holdings are covered under the local base Installation Security Plan.

4.5.4. Commanders will insure that field airparks are covered under the local base Installation Security Plan.

5.4.3. Send an electronic copy of the new strategic plan to HQ AFMC/HO.

6.2.2. Field museums should consider sending copies of personal papers to the AF Historical Research Agency.

6.5.2. All historical property custodians wanting additional static display aircraft and missiles from their current desire list will submit an updated request list with justification or a "no change" response to HQ AFMC/HO by 31 January of each year. The list will reflect additions as well as removals of vehicles no longer desired. This list will be signed by the installation commander, vice commander, or designated representative that oversees heritage activities.

6.8.1. Follow format in attachment 2 to request additional historical property.

6.8.5. Field heritage activities will return excess borrowed historical property to the NMUSAF that is not included in the Exhibit Master Plan.

6.10.1. Appropriate approval officials must carefully evaluate gift proffers involving historical property requiring expenditure of funds for routine maintenance.

6.14.1.3.1. Upon change of command, new commanders will sign the loan renewal signature page and submit it to HQ AFMC/HO.

6.14.1.4. Field heritage activities will forward two hard copies and one electronic copy of the inventory package to HQ AFMC/HO. HQ AFMC/HO will, in turn, forward a hard copy to NMUSAF/MUC.

**6.16. Change in Historical Property Custodian or AFFM Director.** The Commander of the organization accountable for the historic property will notify AFMC/HO 90 days in advance of a change of a Historical Property Custodian (HPC) or AFFM Director, IAW AFI 84-103, Chapter 6, Paragraph 6.16. AFMC/HO will then request an inventory listing from NMUSAF/MUC in order to comply with the joint inventory requirement prior to the outgoing HPC's departure.

6.16.1. If this is not possible prior to the outgoing HPC's departure, an interim HPC will be appointed in order to conduct a joint survey. Once the new primary HPC is designated, notification is given, another inventory is requested and provided, and another joint inventory is accomplished.

6.16.2. It is advisable, where the primary HPC may be gone for extended periods of time on deployments, etc., to name an alternate HPC as well, that can assume HPC duties in the absence of the primary.

6.16.3. The HPC is not relieved of responsibility for a historical property account until the joint inventory has been accomplished. Failure to allow for proper accountability of historic property through joint inventories when personnel changes occur will shift the liability to the accountable Installation Commander for any missing or damaged historical property.

**6.17. Lost and Damaged Property.** The responsible field activity will report lost, damaged or destroyed historic property to HQ AFMC/HO, who in turn, will report it to NMUSAF/MUC within 1 working day.

7.3.3. HQ AFMC/HO will assist in research for information required for proposed CMI packages. See attachment 5 for MAJCOM/HO guidance.

8.3.8. Develop emergency response plans IAW attachment 6. Send copy to HQ AFMC/HO. Review on annual basis and submit changes to HQ AFMC/HO.

11.2.2. HQ AFMC/HO will use the checklist at attachment 4 to conduct periodic staff assistance visits to AFMC heritage activity sites as requested or deemed necessary.

**A6.9. Aerospace Vehicles.** All static display aerospace vehicles will be inspected annually using the AFMC Static Display Aircraft Checklist (see attachment 3). Submit a copy of completed checklists to HQ AFMC/HO by 31 Dec of each year.

**Attachment 9 (Added)**  
**(COVER PAGE)**  
**AIR FORCE MATERIEL COMMAND**  
**HERITAGE ACTIVITY**  
**STRATEGIC PLAN**  
**FOR**  
**(Name of heritage activity)**  
**(Base)**

(Date)

Signature/Date

Director of Heritage Activity

Signature/Date

Installation Commander

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**NOTE:** Follow detailed guidance in AFI 84-103, Atch 2.

1. Exhibit Master Plan
  - include limiting factors as applicable
2. Educational Outreach Plan
  - include limiting factors as applicable
3. Collection Plan
  - include limiting factors as applicable
4. Facilities Utilization Plan
  - include limiting factors as applicable
5. Financial Plan
  - include limiting factors as applicable

**Attachment 10 (Added)**

**REQUIREMENTS FOR REQUESTING HISTORICAL PROPERTY**

REF: AFI-84-103, Para 6.5, 6.6

Requests must be submitted by letter, signed by the organizational commander through AFMC/HO to NMUSAF/MUX. Submit separate letter for each item requested. Requests Must Include:

**Property Information**

M/D/S, including the serial number, if you are requesting a particular airframe

Unit to which the property is currently assigned and years of assignment, if known

**Justification Of Request**

Field museum mission statement if applicable

Basis of request in activity's scope of collections statement, including specifics on how property fits into organizational history

Any other data to support the request

**Display Information**

Description of how property will be displayed and interpreted

Specific details of where property is to be displayed including indoor or outdoor location, type of pad, description of security measures including whether it will be on public or government property, proximity to other aircraft, proximity to identified environment hazards

**Display Preparation**

Agreement by installation commander and/or associated museum foundation to bear costs of demilitarizing property; identifying, tagging and monitoring radiation sources; and all other processes required to prepare property for display.

Agreement to remove and ship specific parts as directed by the NMUSAF.

**Maintenance**

Long-term plan to support maintenance of property, including fiscal and human resources provided by installation commander and associated museum foundation. (See attached checklist for maintaining aerospace vehicles.)

**Disposal**

Agreement to bear the costs of disposing of the property if no longer needed including packaging, handling and shipping.

**Historical Property Account**

Historical property account to which the property will be assigned and the name/phone/FAX/email/mailing address of the current custodian.

## Attachment 11 (Added)

## AFMC STATIC DISPLAY AIRCRAFT INSPECTION LIST

Aircraft Type and Serial Number						
Aircraft Location					Date	
Checklist Completed by						
#	Topic	Standards	Yes	No	N/A	Discrepancy/Plan To Correct Estimated Completion Date
1	Site	Display site is in an appropriate area, easily accessible for viewing, where vandalism is unlikely.				
2	Weight	Aircraft or missile is displayed on concrete or paved surface strong enough to support its weight.				
3	Tiedowns	Tiedown rings are embedded in concrete or pavement.				
#	Topic	Standards	Yes	No	N/A	Discrepancy/Plan To Correct Estimated Completion Date

**Attachment 12 (Added)****AFMC/HO FIELD MUSEUM STAFF ASSISTANCE VISIT WORKSHEET**

AFFM Visited \_\_\_\_\_ Dates \_\_\_\_\_

1. This worksheet identifies topics important during Staff Assistance Visits. It is drawn from

- AFI 84-103 (27 Oct 2004)
- Attachments 2 and 6 to AFI 84-103

2. If all “yes” boxes are filled in here, the activity should fulfill USAF certification requirements. As a self-check, AFFMs should run through attachment 6 to the AFI as a self-check before certification.

**Table A12.1. Chapter 2: Establishing Museums And Other System Activities.**

AFI ref.	Query	yes	no	n/a
2	Is your mission statement current and adequate?			
2	Do you have a scope of collections statement?			

**Table A12.2. Chapter 3: Staffing USAFHP Activities.**

AFI ref.	Query	yes	no	n/a
3.2.2	Is the director a civilian museum professional (GS-1015 or 1016 series)?			
3.2.2	Is the curator in the GS-1015 series?			
3.2.1.2	Does the museum have civilian assistants to aid the director and/or curator?			
3.2.1.3	Does the museum have an information specialist?			
3.2.4.1	Does the director have direct access to the commander and the head of the museum foundation?			
3.2.4.5	Is the director consulted on all matters of museum policy, including acquisition, disposition, and use of collections?			
3.7	Do all volunteers working with artifacts have written approval from the AFFM director on file, documenting the volunteers' qualifications, training, and character?			
3.7.5	Have all volunteers signed an ethics and standards agreement, and are these on file?			



**Table A12.3. Chapter 4: Funding USAFHP Activities.**

AFI ref.	Query: Does the museum...	yes	no	n/a
4.1.2	spend funds to restore, display and maintain only accessioned objects; or with USAFHP director's approval, loaned objects?			
4.2	receive sufficient support from the installation commander in the areas listed below?			
	- facilities and grounds provided/maintained			
	- utilities and phone service			
	- climate control and museum-unique supplies			
	- museum furnishings, cases, and other equipment			
	- public affairs			
	- resource protection (safety, security)			
	- printing			
	- staff hiring or assigning			
	- museum-connected travel			
	- transport of artifacts and equipment			
	- postal and administrative services			
	- public parking			
	- handicapped access			
	- funding off-base museum-supportive activities			
	- funding technical and professional training for museum personnel			

**Table A12.4. Chapter 6: Managing USAFHP Property.**

<b>AFI ref.</b>	<b>Query: Does the museum...</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>
6.2.5	maintain RSI inventory and finding aids; and stock only what is needed?			
6.2.6	maintain inventories and finding aids for museum support articles?			
6.2.7	account for activity property via AFMAN 23-110?			
6.4	refrain from making third-party loans of artifacts?			
6.4.1	refrain from loaning historical property to support non-museum events?			
6.8.1	route Air Force historical property acquisition requests through HQ AFMC/HO to the USAFHP director?			
6.8.5	display all loaned USAFHP historical property? (not borrow and store)			
6.9.4	coordinate with HQ AFMC/HO on acquisitions from excess, supply, transfers, and tables of allowance?			
6.10	refuse gifts that come with limiting conditions, high maintenance costs, or explicit/implicit responsibilities or promises?			
6.10.2	route gift acceptance to the appropriate people based on valuation?			
6.10.1	have proffer of gift agreements on file for all gifts, in the items' accession folders?			
6.10.1	acknowledge all donations in writing?			
6.10.2	refrain from making valuations for tax purposes?			
6.10.3	refuse donations that fall outside the scope of your mission and collections statements, except under unusual circumstances?			
6.10.6	process gifts of real property according to AFI 51-601?			
6.10.7	process gifts of documents and papers according to AFI 84-101?			
6.12	MAJCOM/HO approves all property loans from outside USAFHP?			
6.11	restrict outside loans to no longer than one year?			
6.10 (p. 22)	ensure that all loans are documented via AF form 3572, USAFHP Loan Agreement?			

AFI ref.	Query: Does the museum...	yes	no	n/a
6.11.3	refrain from unilaterally engaging in loans for aerospace vehicles? (USAFHP dir. must be consulted)			
6.14	biennially account for and report all historical property? (RCS: HAF-HO (A) 8801, Report of Historical Property)			
6.15.1	establish accountability for artifacts within 24 hours of receipt by logging into accession register?			
6.15.2	enter all artifacts received within 120 days using AF Form 3582 or directly into AFMATS?			
6.15.4.1	maintain an accession register?			
6.15.4.2	maintain accession folder for each accession?			
6.15.4.3	maintain historical property photo negative files?			
6.15.4.4	have a current HPA inventory provided by USAFHP/MUC?			
6.15.5.1	<i>if the AFFM has aircraft:</i> maintain individual aircraft files organized by M/D/S (mission/design/series) with appropriate documents, i.e. AF Form 3580, 3581??			
6.15.5.2	<i>if the AFFM has aircraft:</i> maintain a static display log via AF Form 3581 to record maintenance, repairs, etc.?			
6.15.5.1	<i>if the AFFM has aircraft:</i> forward aircraft operational records to USAFHP/MUC?			
6.16	report change of HPC or AFFM director through installation commander, conduct and sign new inventory prior to predecessor's departure and submit to NMUSAF/MUC?			
6.17	report lost or damaged property to NMUSAF/MUC within 1 working day?			
6.18	move historical property according to the AFI, with written approval beforehand from USAFHP director?			
6.19	before disposing of historical property, notify MAJCOM/HO and NMUSAF/MUX, and request instructions from USAFHP director?			
6.20.1	refrain from transfer of RSI to non-USAFHP activities?			

**Table A12.5. Chapter 7: Conservation and Display Standards.**

AFI ref.	Query: Does the museum...	yes	no	n/a
7.1	refrain from using artifacts for their original purposes?			
7.1.1	protect artifacts from deterioration by keeping them in appropriate environments? (e.g., controlling temp/humidity extremes, light, pests, pollution, vandalism)			
7.2	handle and display artifacts appropriately, using museum-safe materials and methods? (e.g., gloves, acid-free materials, copies of documents instead of originals, no mounting hardware or adhesives in contact with artifacts, mounts safe from theft/movement/damage)			
7.3	preserve and restore aerospace vehicles according to the AFI? (e.g., following procedures and philosophy spelled out for corrosion and coatings, work on airframes, radioactive materials, and colors/markings/insignia)			
7.4 and A4.1	design exhibits that are historically accurate, without distortion, in good taste, have an approved storyline and meet conservation standards?			
A4.3	Have established procedures for exhibit cleaning and maintenance?			
A4.4	maintain project files for each exhibit (script, list of objects, design, correspondence, photocopies, construction and security details, mfr.'s source list, as-built photos)			

**Table A12.6. Chapter 8: Security And Resource Protection.**

AFI ref.	Query: Does the museum...	yes	no	n/a
8.1.2	have a current risk assessment?			
8.1.5	refrain from selling, giving away, trading, loaning, or otherwise disposing of government property without prior involvement of the USAFHP director?			
8.1.6 8.1.7	protect high-value historical property according to AFI 31-209?			
8.1.7	keep high-value items in safes or secure containers inside the AFFM when not displayed?			
8.1.8	display high-value items in secure cases?			

AFI ref.	Query: Does the museum...	yes	no	n/a
8.2.1	make all aerospace vehicles safe for display by removing cartridge- and propellant-activated devices, and other similar dangerous items, and document these actions?			
8.3 3	have intrusion detection systems in all areas of the museum, or have provided for them in the latest financial plan?			
8.3.5	do fire marshals regularly test fire alarm systems?			
8.3.7	do security forces regularly test intrusion alarm systems, and does the museum have a memo of understanding with the security forces for intrusion alarm testing?			
8.3.8	have operating instructions and memos of understanding with appropriate agencies for:			
	- resource protection			
	- fire emergencies			
	- disaster preparedness			
	- radioactive material emergencies			
8.3.8.5	have “emergency books” for the reception desk or other location?			
8.4	ensure that munitions are inert via qualified explosive ordnance disposal personnel, record their findings, and mark ordnance inert or empty? (or make other appropriate arrangements for marking)			
8.4 1	store live or suspected live ordnance appropriately?			
8.5 1	make firearms and artillery temporarily inoperable?			
8.5.3	secure weapons on display?			
8.5.4	refrain from displaying aircraft weapons under .30mm outdoors?			
8.5.5	secure all weapons not on display?			
8.6	have adequate interior and exterior security lighting?			

**Table A12.7. Chapter 9: Radiation Safety.**

AFI ref.	Query: Does the museum	yes	no	n/a
9.2	have a designated and trained radiation safety officer who coordinates with the base RSO or bioenvironmental engineer?			
9.3	have on hand an initial radiation survey?			
9.3.1	have a radiation survey log (AF Form 3583) for each applicable item?			
9.3.2	have a radiation swipe log (AF Form 3584) for each applicable item?			
9.3.4	appropriately mark radioactive items?			
9.4, 9.5	create historical radiation logs detailing the presence of radioactive commodities for each historical aerospace vehicle or item displayed or stored?			
9.6	update historical radiation logs every 3 years?			
9.7	ensure acceptable exposure levels by closing off aircraft interiors, shielding where necessary, or moving radioactive items?			
9.8	start new logs for acquisitions that come without them?			
9.9	refrain from inappropriate work on or handling of radioactive components?			
9.10	have written radiation emergency procedures?			
9.11	package and ship or dispose of radioactive materials according to AFI 24-204 and AFI 40-201?			

**Table A12.8. Chapter 10: Private Organizations.**

AFI ref.	Query	yes	no	n/a
10.2	Are documents on hand showing that PO is properly chartered and incorporated, with 501(c)(3) status?			
10.2.6	Are PO financial statements for last 3 years available?			
10.2.7	Are memoranda of understanding between the commander and private organization (PO) and the director and PO current and on file?			
10.4	Does PO engage in appropriate, authorized activities supportive of the museum and its mission as spelled out in AFI 84-103?			
10.5	Does PO engage in any prohibited activities as spelled out in AFI 84-103?			

Table A12.9. Chapter 11: Certification And Staff Assistance.

AFI ref.	Query	yes	no	n/a
11.1	Is the museum certified by NMUSAF?			
11.1.3	Is the museum in an 18-month period to correct defects?			
11.1.7	If certified, is the museum currently seeking AAM accreditation?			
A6.2	does the museum have the plans and documents listed in attachment 6 of AFI 84-103 and required for certification?			
	- current <b>historical property agreement</b> with attachments			
	- AFFM <b>master plan</b> with mission statement, scope of collections statement, story-line, and exhibit plan, plus other docs listed in attachment 5			
	- documents relating to the <b>support organization</b> , including memos of understanding, license, 3 years of financial statements, and gift shop documents			
	- professional museum <b>reference materials</b> including AFI 84-103 and its attachments and supplements, museum and other pertinent reference books			
	- <b>functional archives</b> with finding aids and including primary source materials, photographs, official files, disaster plans, visitation records, and educational materials			

**Table A12.10. Addendum: Documents and Forms AFFMs Should Have On Hand.**

<b>Topic</b>	<b>AFI 84-103 Ref</b>	<b>Document/Form</b>	<b>Have</b>	<b>Do Not Have</b>	<b>n/a</b>
General Guidance and Authority	A6.2.10	AFI 84-103 with MAJCOM supplements			
	A6.2.10	Electronic or hard copy access to laws governing the USAFHP, plus other applicable AFIs, with which AFFM directors should be familiar:			
	1.4.1	- 10 USC 431-433 and 470 (museum statutory authority)			
	1.4.2	- 10 USC 1588 (use of civilian volunteers)			
	1.4.3	- 10 USC 9565 (colors, standards, and guidons of inactivated USAF units)			
	1.4.4	- 10 USC 2572 (loans, donations, exchanges)			
	1.5.1.1	- 16 USC 431-433 (Secretary of AF responsibilities)			
	1.5.1.2	- 16 USC 461-467 (Secretary of AF responsibilities)			
	1.5.10.5	- AFI 51-601 (to assist commanders in processing gifts if necessary)			
	1.5.10.6	- AFI 34-223 (guidance for private supporting organizations)			
	1.5.13	- AFI 84-102 (guidance on Historical Property Collection Teams)			
	A6.2.12	- AFI 37-138, Vol. 1 (maintenance of functional files)			
	8.1.5 and A6.5	- AFI 31-209 (resource protection)			



Topic	AFI 84-103 Ref	Document/Form	Have	Do Not Have	n/a
Administration	A6.2	Current Historical Property Agreement with attachments			
	A6.2	Approved mission statement			
	A6.2	AFFM Strategic Plan, including:			
	A6.2	- Exhibit master plan			
	A6.2	- Collections plan			
	A6.2	- Facilities Utilization Plan			
	A6.2	- Financial plan			
	A6.2	USAFHP certification document or records documenting the Museum as an official activity of the installation and where the museum is assigned in the organizational structure			
	A6.2	Conservation or preservation plan and schedule			
	A6.2	Position descriptions, with staff vitae and staff development (training) plan			
	A6.2	Budget for current year and next 2 years			
	A6.2	Memorandum of understanding between the supporting organization and the installation commander			
	A6.2	Memorandum of understanding between the supporting organization and the AFFM director			
	A6.2	Copy of services license agreement granted under AFI 34-223			
	A6.2	Annual financial statements for the past 3 years			
	A6.2	Evidence that the museum gift shop conforms to memoranda of understanding, AFI-34-223, and AFI 84-103			
	A6.2	AFFM operating instructions			
	A6.2	Professional museum reference books			

Topic	AFI 84-103 Ref	Document/Form	Have	Do Not Have	n/a
	A6.2	Museum policy statements, training text, and information guides issued by MAJCOM or USAFHP			
	A6.2	Standard secondary reference books in the subject area of the museum mission statement			
	A6.2	Primary source reference material in the subject area of the museum mission statement (your functional files)			
	A6.2	Original photographic images (your functional files)			
	A6.2	Disaster preparedness and emergency plans (with MOU with security forces if intrusion detection equipment is used)			
	A6.2	Visitation records based on actual counts			
	A6.2	Educational materials to support commander's training and orientation requirements			
	A6.2	Accurate staff job descriptions			
	A6.2	Volunteers' signed forms:			
	A6.2	- AF 3569, Volunteer Application/Registration			
	A6.2	- AF 3570			
	A6.2	- Volunteer Ethics and Standards Statement			

**Attachment 13****MEMORANDUM FOR AFMC HISTORICAL PROPERTY CUSTODIANS**

FROM: HQ AFMC/HO

4375 Chidlaw Road, Room S231

Wright-Patterson AFB, OH 45433-5006

SUBJECT: Procedures for Aircraft Color, Markings, and Insignia (CMI) Packages

Ref: AFI 84-103 (25 Feb 98)

1. AFI 84-103 states that the Command Historian (or senior historian for DRUs and FOAs) will approve color, markings, and insignia (CMI) packages for static display aerospace vehicles. The requesting unit will be responsible for the development of an historically accurate request package, including the conduct of all associated research.
2. The primary source of CMI information should be AFI 21-105, AFMCI 21-117, Air Force T.O. 1-1-8, Chapter 9 found at <http://www.robins.af.mil/logistics/LGEDA/Documents/1-1-8.pdf> (which supercedes T.O. 1-1-4), and historic photographs. Technical Order 1-1-8 outlines stencils and general schemes for most aircraft types. Photographs are the best single source for CMI research, and can be obtained from many sources. A list of government sources for photographs is attached.
3. There are other standard published references to use as starting points for CMI research. For U.S. aircraft, see Dana Bell's *Air Force Colors*, vols. 1-3, and *USAF Colors in the 1990s*. Also useful is Robert Archer and Victor Archer, *USAAF Aircraft Markings & Camouflage 1941-1947*. Make sure that the proposed paint scheme does not duplicate an artifact already in the collection.
4. A CMI package must include:
  - a) Current paint scheme
  - b) Justification for the change
  - c) Proposed paint scheme with detailed description of every (enumerated) proposed change from every angle (front, rear,  $\frac{3}{4}$  left front,  $\frac{3}{4}$  left rear,  $\frac{3}{4}$  right front,  $\frac{3}{4}$  right rear, top, bottom) including less obvious areas like wheel wells and landing gear.
  - d) Photographic prints used, in Mylar sleeves, or digital format (.jpeg) with full identification of sources
  - e) Source list for the entire package

f) source list for the entire package.

5. In cases where the requesting unit is not able to fully research CMI, the AFMC/HO is available for support. In these cases, please submit a full account of research already completed to avoid duplicating effort, and a written description of the proposed context of the object to be displayed, e.g., a particular pilot's aircraft, a certain period, place, unit, base, or era, or a generic treatment. With this information, AFMC/HO will work with NMUSAF and others to complete the CMI research. Then AFMC/HO will forward the approved original package back to the requestor.
6. After painting the aircraft, the requestor should forward photos of the finished display to AFMC/HO for inclusion in the CMI file. Digital photos or prints are acceptable.

**Attachment 14****EMERGENCY RESPONSE PLAN OUTLINE**

Authority and Delegation: AFI 84-103

**Part 1: Resource Protection (IAW Installation Security Plan)**

- Opening and Closing Procedures
- Anti-robbery and robbery response
  - Intrusion Detection Systems
- Bomb Threat Notification and Evacuation
- High Cash Value Resources identification and protection plan
- High Value Historical Property and firearm inventories
- Confrontation Plan
- Environmental emergencies such as heating and air conditioning failures

**Part 2: Fire Emergencies**

- Notification and evacuation procedures
- Fire extinguisher checks
- Emergency lighting checks
- Procedures to respond to water, smoke and fire damage to the collection

**Part 3: Disaster Preparedness**

- Responses to:
  - Tornadoes, hurricanes
  - Severe Weather
  - Hazardous materials emergencies
  - Evacuations
- Operations plans for heritage activity participation in base-wide disaster preparedness exercises
- Post emergency recovery actions and procedures including conservation of the collection

**Part 4: Radioactive Material Emergencies**

- Establish procedures under guidance of base Radiation Safety Officer

**Part 5: Emergency Action Books**

- Create emergency action books to be reviewed by all staff members, foundation members and volunteers on a semiannual basis. Include:
  - Procedures for medical emergencies such as heart attack, stroke, animal bites and reactions, diabetic reactions, seizures
  - Disruptive visitor, suspicious behavior
  - Lost or abducted child
- Place copies in and post emergency numbers in key public access areas.

JOHN D. WEBER  
Command Historian